

BOWMEN OF BRUNTWOOD

CONSTITUTION

and

GUIDELINES FOR SHOOTING



BOWMEN OF BRUNTWOOD - CONSTITUTION

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BOWMEN OF BRUNTWOOD - CONSTITUTION

1. PRELIMINARY

1.1 The Clubs shall be called The Bowmen of Bruntwood and The Bowmen of Bruntwood Junior Club, hereinafter referred to as the Club. A reference to one gender shall include a reference to the other gender.

1.2 The object of the Club shall be the practice and the promotion of the sport of Archery.

1.3 The affairs of the Club are managed by the Committee for the benefit of all Club members. The Committee will manage matters in order to fulfil the wishes of club members as decided at Club Meetings. Decisions on management are taken at Open Meetings. All members may attend and participate, and, if eligible, vote on any proposals made. Decisions made at such meetings are binding on all members.

1.4 The Committee reserves the right to hold closed meetings as necessary. These meetings shall be minuted, and minutes, with the exception of personal or disciplinary matters, circulated to members.

1.5 The postal address of the Club shall be that of the Secretary or any such address that the Committee may decide.

1.6 The Constitution shall not be altered or amended except at the Annual General Meeting of the Club or at an Extra-Ordinary General Meeting.

1.7 The Club members shall be affiliated to the Grand National Archery Society (G.N.A.S.) and to the relevant Regional and County bodies, subject to paragraph 2.1.

1.8 The shooting regulations shall conform to the G.N.A.S. rules governing at the time of the shooting.

2. MEMBERSHIP

2.1 The classes of Membership shall be:

- a) Full Membership (Senior)**
- b) Full Membership (Junior)**
- c) Honorary Membership**
- d) Shooting Membership**
- e) Social Membership**

a) Full Membership (Senior)

Shall be open to all persons interested in archery, being the age of 18 or over, such membership to carry full voting rights.

b) Full Membership (Junior)

Shall be open to all persons interested in archery, being under the age of 18 years. Junior members shall have full voting rights from their 12th Birthday.

c) Honorary Membership

Shall be granted to any person whom the Club wishes to honour for distinguished service to the Club or to the cause of archery. Such membership is a form of Full Membership and shall carry full voting rights. The award of Honorary Membership shall be decided at Annual General Meetings. Honorary members will not be required to pay the Club membership element of their annual fees but will be required to pay all affiliation fees. This change in the treatment for accounting purposes shall take effect for any persons elected as Honorary members after the date of the passing of this amendment (March 12th 2015) and shall not apply to any pre-existing Honorary members.

d) Shooting Membership

Annual Shooting Membership

Shall be open to archers who are direct members of Archery GB or Full Members of archery clubs affiliated to Archery GB or World Archery who pay the full annual Bowmen of Bruntwood fees (without Archery GB and other affiliation fees).

Any such Member shall have the same rights as a full member except:

- i) they may not hold an elected committee post but maybe co-opted onto the committee,

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ii) they may not vote on any Archery GB vote which is required at the Club (any such vote would be cast at the club with which they are registered as an Archery UK member).

Casual Shooting Membership

Shall be open to archers who are direct members of Archery GB or Full Members of other archery clubs affiliated to Archery GB or World Archery and pay a shooting fee of less than the full annual Bowmen of Bruntwood fees (without Archery UK and other affiliation fees).

Any such Member shall:

i) have no voting rights within the club,

ii) not be eligible for awards in Club competitions and may only shoot in such competitions if there is space to do so after other members have been allocated places.

e) Social Membership

Shall be open to any person wishing to be involved with the Club but without taking part in the sport. Such members shall have no voting rights. Such members shall be affiliated to GNAS if required but do not need to be affiliated to the county or regional associations.

2.2 All persons wishing to join the Club shall apply using the approved Application Form accompanied by the appropriate Subscription.

2.3 Applications shall be accepted or rejected by Coaching staff running the induction session. The Coaching staff may refer to other committee members before giving such a decision. Conditions may be added to acceptance.

2.4 The Committee may expel any Member. Any Officer may suspend the shooting rights of any Member; such suspension will be reported to the Committee.

The Committee will invite any Member under suspension or facing expulsion to a meeting to hear the complaint against him and to respond. The Committee may hold a private discussion.

The Committee will decide by secret ballot:

- a) to expel the member, or
- b) to lift or to extend the suspension, or
- c) to impose conditions on continued membership, or
- d) that no further action is necessary.

Should a member of the Committee be;

i) under suspension or facing expulsion, he will be invited to hear and respond to the complaint against him but take no part in the private discussion and voting.

ii) responsible for referring a member's actions to the Committee, he will take no part in the private discussion and voting.

3. SUBSCRIPTIONS

3.1 The Subscription payable by each member shall comprise the appropriate Club Fee and the appropriate fees of organisations to which the Club is affiliated.

3.2 The annual Club Fee for Full Membership (Senior) shall be decided at a General Meeting of the Club. The Committee shall determine the Club Fees for other classes of membership and for reduced periods of membership.

3.3 The Club's membership year may be determined and varied by the Committee of the Bowmen of Bruntwood in order to maintain effective and efficient running of the Club.

3.4 Subscriptions will become due by dates specified and notified to members each year by the committee and these dates may be varied by the committee in order to maintain effective and efficient running of the Club.

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Any Member whose subscription is outstanding after this date will be deemed to have left the Club. A notice shall be pinned up on club notice boards to say who is no longer a member.

New members must pay their subscription at the time of application.

Approved supplements to the subscription rates will be notified to members by email (if applicable) or postal mail and via the Club notice boards and are payable within one month of such notification.

3.5 A receipt issued by a Club Officer or a Membership Card issued by a Club Officer is the only proof that a Subscription has been paid.

3.6 Subscription rates will be published on Club Noticeboards.

4. MANAGEMENT

4.1 The management of the club's affairs shall be entrusted to the committee.

The Committee shall consist of:

Chairman

Secretary

Treasurer

Child Protection/ Vulnerable Adults Officer

Plus 4 Elected administrative representatives as described in Section 4.1.1

4.1.1 The club shall have the following administrative positions:

Field Captain

Junior Secretary

Coaching Coordinator

Records Officer

Other positions as deemed necessary by the committee.

4.1.2 The Committee officers shall be eligible for re-election with the proviso that no one person shall hold the same committee position for more than 3 consecutive years and not serve on the committee for more than 6 consecutive years (the child protection officer may serve longer if considered appropriate).

This is to be managed on a rolling basis by the committee as far as possible. This section (4.1.2) may be suspended in exceptional circumstances.

Members may re-apply after an absence of 12 months.

4.1.3 The officers of the club shall hold office until the next Annual General Meeting at which time they will be eligible for re-election subject to 4.1.2.

Should a committee post become vacant before the next AGM then a club member may be appointed by the committee to fill that post until the next AGM.

4.1.4 There shall be no time limit on the administrative positions but they shall be re-elected annually at the AGM.

4.2 The Committee shall meet at least 4 times a year, preferably at Open meetings.

4.3 The Field Captain and Records Officer will control the selection and management of any teams required to be pre-selected for Club representation.

4.4 The nomination and election of Officers shall be made at the Annual General Meeting.

Any Club member prepared to stand for office should notify the Secretary at least twenty-eight days before the Annual General Meeting.

5) MEMBERS MEETINGS - GENERAL

5.1 The Club's Chairman will normally take the chair at Club meetings. In the absence of the Chairman, the Secretary will take the chair. If neither Chairman nor Secretary are present, the meeting shall choose a Member to take the chair.

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5.2 Decisions on proposals and elections of Officers (where posts are contested) will be taken by simple majority voting. Abstentions may be counted, but will not be used in determining a majority.

5.3 A Member may cast votes

- i) In person by attending meetings;
- ii) In writing by notifying the Secretary that they support or oppose a proposal and, in the case of a contested election, which candidate they support;
- iii) By appointing one other Member who has voting rights as their proxy for an item of business. In all cases the appointment of a proxy must be notified in writing to the Secretary before each meeting at which the proxy is to act.

Notes: a proxy's vote will not be counted where a member has used (ii) above and should a member who has acted on either (ii) or (iii) above subsequently be present for the appropriate item(s) of business, only a vote cast under i) will be counted.

5.4 A Club meeting will be an Open Meeting or an Annual General Meeting (AGM) or an Extra-Ordinary General Meeting (EGM).

6. OPEN MEETINGS

6.1 A majority of the elected Officers of the Club must be present for an Open Meeting to be quorate.

6.2 Notice of an Open Meeting must be circulated to Members not less than 14 days before the Meeting.

6.3 The agenda paper for an Open Meeting must be published to Members 7 days before the Meeting. It will set out any proposals for action by the Club and other areas for discussion. The Meeting shall be run to the published agenda paper. Only exceptionally, the chairman of an Open Meeting may allow or invite discussion of matters not included on the agenda paper (late items). Members wishing to use this facility must notify the chairman before the meeting and the chairman has sole discretion as to whether the matter should be discussed. Late items will not result in proposals being resolved unless the chairman rules that the business is urgent AND the interests of absent Members would not be harmed by the consequence. When the chairman rules that a late item is not to be discussed, the item will be placed on the agenda paper of the subsequent meeting

7. ANNUAL GENERAL MEETINGS

7.1 There shall be an Annual General Meeting (AGM) each year, which shall be held within three months of the end of the financial year i.e. (January to December).

7.2 20% of the members entitled to vote shall constitute a quorum.

7.3 Notice of the Annual General Meeting shall be dispatched to all Members of the Club at least forty-two days before the meeting. All business for the agenda, including proposals, are to be with the Secretary twenty-eight days before the meeting and the agenda of the meeting shall be dispatched to all Club Members at least fourteen days before the meeting.

8. EXTRA-ORDINARY GENERAL MEETINGS

8.1 The Committee may, at its own discretion, call an Extra-Ordinary General Meeting (EGM). At the request of 15% of voting Members the Committee shall call an Extra-Ordinary General Meeting. Such a request shall be delivered to the Secretary in writing specifying the purpose of that meeting. An EGM shall need 20% of voting members present to be quorate.

8.2 Not less than fourteen days-notice of the meeting, and the resolution it is intended to move, shall be sent to all Members entitled to receive such notice. No other business will be considered at that meeting.

9. FINANCE

9.1 All financial transactions relating to or for the club must go through the Treasurer.

9.1.1 Any expenditure above an amount to be agreed and varied from time to time by the committee must be approved by the Treasurer or in their absence the Chairman or Secretary, before expenditure takes place otherwise re-imburement may not be possible.

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9.2 The funds of the Club shall be applied solely towards the promotion of the objects of the Club as set forth in this Constitution.

9.3 An Income and Expenditure Account Sheet shall be prepared and audited for the year ending 31st December, for submission to the Annual General Meeting.

9.4 The funds and property of the Club shall be the responsibility of the Secretary and Treasurer, who will care for these to the best of their ability, and all Members will co-operate in this respect.

9.5 Every Club Member shall accept any liabilities the Club is unable to meet, jointly and severally; any such liabilities to be the subject of an Extra-Ordinary General Meeting.

9.6 In the event of dissolution of the Club, following consultation with G.N.A.S., the Club assets shall be disposed of as directed by the General Meeting approving the dissolution. The recipients of such disposal should have objects similar to the Club, with a preference to amateur archery.

10. CLUB CHAMPIONSHIPS

10.1 The Club shall endeavour to hold at least one Club Championship meeting each year.

10.2 The round shot at the Club Championships be solely a WA 50M/70M with the appropriate respective rounds for junior archers.

10.3 Invited archers shall not be eligible for any awards.

11. INSURANCE

11.1 The Club is not responsible for theft loss or breakage of personal belongings of Members or visitors.

12. INTERPRETATION OF THE CONSTITUTION

12.1 Any dispute as to the meaning or interpretation of this Constitution shall be decided by an Extra-Ordinary General Meeting.

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GUIDELINES FOR SHOOTING

The Bowmen of Bruntwood has an excellent reputation for the way in which members conduct themselves at both home and away shoots. In order to maintain that reputation and to assist new members, archers are asked to observe the following guidelines. Some of them are taken from the GNAS "Rules of Shooting" and some are simply good etiquette. If there is anything you do not understand, please do ask.

1. There shall be only one Shooting Line.
2. Equipment should not normally be placed in front of the shooting line.
3. Archers, other than those shooting or moving to or from the shooting line, should remain behind the Waiting Line.
4. Archers should not step onto the shooting line while anyone is in front of that line.
5. An archer should not step onto or leave the shooting line if an immediate neighbour is about to start a shot or is executing a shot.
6. An archer should not draw his bow, with or without an arrow, except on the shooting line.
7. Do not talk or act in a distracting manner while others are shooting.
8. Do not talk to another archer who clearly prefers you not to do so.
9. Do not make an exclamation on the shooting line which might disconcert a neighbour.
10. Mobile phones and watch alarms MUST be switched off whenever an archer is on the shooting field or in the indoor range.
11. Do not make fun of another archer's misfortune.
12. Do not touch another archer's equipment without their permission.
13. If anyone becomes aware that shooting should be halted for safety reasons, that person should call "FAST". On hearing this call, all archers must immediately stop shooting and return any unshot arrows to their quiver. If necessary, the call of "FAST" shall be repeated by other archers to ensure that everyone has heard and stopped shooting. Shooting shall re-commence only on the instruction of a Judge or acting Field Captain.
14. With the exception of arrows shot into a target, if you break any item of another archer's equipment, you are expected to offer to pay for its replacement.
15. Always ask permission before joining another archer on a target. It is expected that permission would normally be granted.
16. When they call their score, an archer is expected to identify each arrow by pointing to, but not touching, the nocks.
17. Scores should be called in groups of three (e.g. 10-9-9 pause 8-8-7).
18. The value of an arrow is determined by the position of the shaft and not the hole which the arrow has made in the target face.
19. Do not touch the arrows, target face or boss before all the arrows on that target have been scored.
20. All the arrows on a target should be scored before any misses are retrieved.
21. To qualify for recording, scores must be witnessed by a GNAS affiliated member.
Exception to Rule 21

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An archer who is registered blind may have a spotter who can record/witness scores; in accordance with GNAS rule 1201 (f).

22. When approaching the target to remove arrows, always do so from the side of the target. Never walk straight towards the target. When pulling arrows from the target always do so from the side of the target. Place one hand on the target to steady it and with the other hand grasp the arrow shaft as close to the point as possible. Pull the arrow straight back and do not twist or bend the arrow. **MAKE SURE BEFORE YOU PULL THE ARROWS OUT OF THE TARGET NO-ONE IS STANDING BEHIND YOU.** If you cannot remove an arrow on your own, ask for assistance from your companions.

23. Archers should not walk up and down the shooting line comparing scores.

24. Thank the Field Captain after a formal shoot for all his efforts.

25. When Junior archers are shooting, they must be supervised by a GNAS affiliated adult member. If a Junior archer's parent or guardian is not present, there must be at least two other persons present.

26. Shooting shall be conducted in accordance with the full GNAS "Rules of Shooting".

27. When archers have finished shooting on the indoor range they should remove the faces from the bosses and return them tidily to the appropriate storage box.

28. When archers have finished using club equipment they should return it to the proper storage place. In particular, arrows should be placed in the correct holes in the storage frames and bows should be returned to their correct place in the rack, as determined by the number on the bow, having first been de-strung and the string looped over the top limb. If any equipment is damaged during use or requires maintenance this should be reported to the coaches or the Field Captain as soon as possible.

29. Where juniors may be present, no photographs should be taken either at the Indoor Range, the field or at a competition, without the express authority and consent of the Tournament organizer/Field Captain and parents/responsible adults in charge of those juniors.

30. Litter should not be left on the indoor or outdoor ranges.

April 2015

